



Self-Monitoring Reporting Form (SMRF) USER GUIDE

SMRF-V3-01112016

myDEQ Help Line | (844) – 827-4768

SELF-MONITORING REPORTING FORM (SMRF)

Online Reporting

1) *OVERVIEW*

The Arizona Department of Environmental Quality's myDEQ is an online tool designed to assist facilities in submitting SMRF data to meet the requirements of their Aquifer Protection Permit (APP). Online submission will eliminate paper forms and provides a faster, more efficient means to submitting the data. The tool offers all the necessary legal, security and electronic signature functionality to replace the paper forms.

2) *ADVANTAGES TO USING myDEQ TO SUBMIT SMRF*

- i) The ability to use a facility-specific Microsoft Excel spreadsheet to submit information in lieu of a paper forms.
- ii) An express path for those facilities that did not discharge during the reporting period or yet to be constructed facility to submit their SMRF.
- iii) Reduced data entry error resulting in potential violations. Many of the fields on the Data Entry Spreadsheet are pre-populated to ensure correct information is reported. Additionally, system validations built reduces errors in reporting.
- iv) Response from ADEQ within 24 hours on the compliance status of the reported data.

3) *TYPES OF REPORTS SUBMITTED THROUGH myDEQ*

- Monthly
- Quarterly
- Semi-Annual
- Annual
- Biennial

4) *LOGIN ROLES*

Prior to submitting any report, the facility should obtain an account on myDEQ (Refer to the Account Setup User Guide). The myDEQ account allows for two personnel to access the system.

- 1. Responsible Officer -** Any principal officer, partner, or proprietor responsible for a key business function or any other person who performs similar decision-making duties and is authorized to contractually bind the organization.
- 2. Account Manager -** This is an optional role for an account that would be able to login separately and complete all data entry requirements only.

5) *How does the electronic process work?*

- a) Login to your myDEQ account.
- b) Download the Data Entry Spreadsheet that lists your facility's specific reporting requirements.
- c) Populate the results in the spreadsheet corresponding to the monitoring point.
- d) Upload the completed excel file to myDEQ.
- e) Check error report, if displayed, and make appropriate corrections.
- f) Re-upload the document if corrections were required.
- g) If RO is logged in, Certify and submit the file.
- h) If AM uploads the file, RO will receive an email notifying to complete the submit process, who will then login and complete the Submit action.

6) *What is a Data Entry Spreadsheet?*

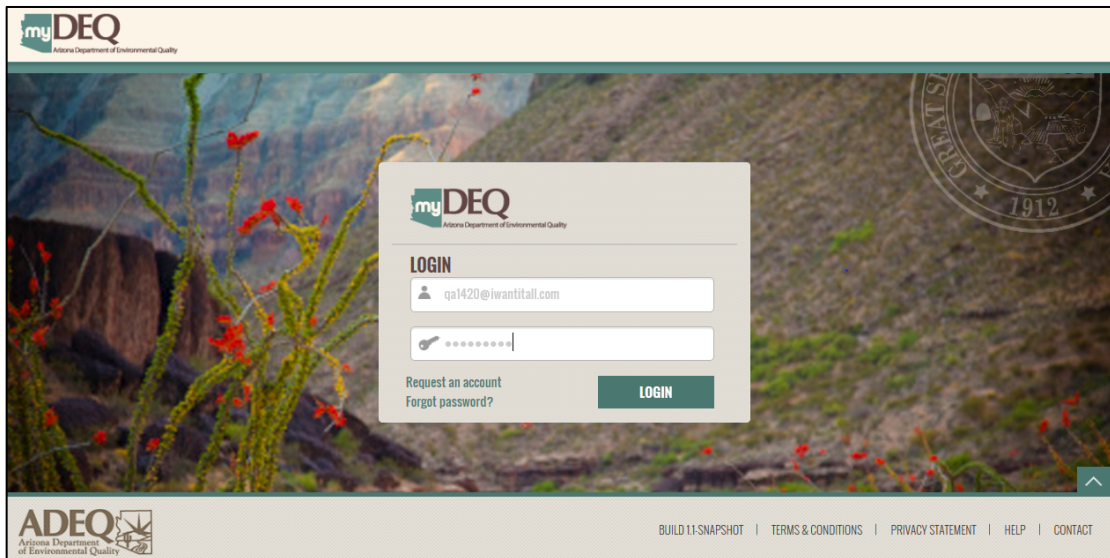
A Data Entry Spreadsheet is an Excel Spreadsheet that lists your facility's monitoring points and permit limits. You will be required to enter the results in that spreadsheet and upload the same in the myDEQ application.

7) *CONTACT INFO*

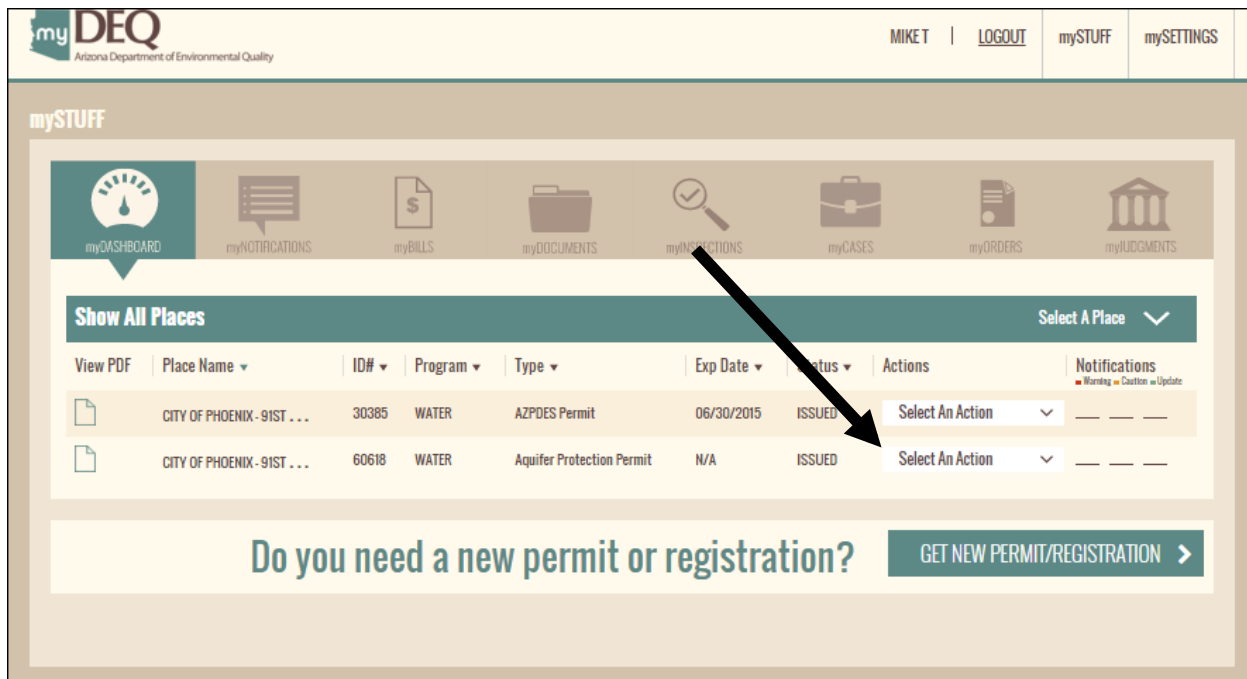
If you have questions regarding the spreadsheet or need help with the SMRF reporting, please contact the ADEQ at (602) 771-4681.

1. SMRF DATA REPORTING

1. Once you have completed your account setup, you can login to start the SMRF submission process.



2. After login you will be directed to the dashboard page where you should see your facility information. If you do not see your facility information, contact [myDEQ Administrator](#) at (844) 806-9337.



3. In the row that lists your permit, click on drop down arrow next to “Select an Action” and choose “Step 1: Download SMRF”.

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mySTUFF

myDASHBOARD myNOTIFICATIONS myBILLS myDOCUMENTS myINSPECTIONS myCASES myORDERS myJUDGMENTS

Show All Places Select A Place ▼

View PDF	Place Name ▼	ID# ▼	Program ▼	Type ▼	Exp Date ▼	Status ▼	Actions	Notifications
	CITY OF PHOENIX - 91ST ...	30385	WATER	AZPDES Permit	06/30/2015	ISSUED	Select An Action ▼	Warning or Caution or Update
	CITY OF PHOENIX - 91ST ...	60618	WATER	Aquifer Protection Permit	N/A	ISSUED	Select An Action ^	

Step 1 - Download SMRF
Step 2 - Upload SMRF
Step 3 - Submit SMRF
No Data SMRF

Do you need a new permit or registration? REGISTRATION >

4. You will be directed to the “DOWNLOAD SMRF” screen as shown below. The screen displays the information needed to download the spreadsheet. Click on the CONTINUE button

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DOWNLOAD SMRF

You will need the following items to download your myDEQ Data Entry Spreadsheet:
Please have this information ready and then click continue.

- 1 Reporting period
- 2 If SMRF Code, know the appropriate reason

Your session will timeout after 20 minutes of no activity on a single screen.

BACK CONTINUE

5. You should now see all the available reporting periods that you can download the spreadsheet for. Select the reporting period for which you want to download the spreadsheet for and click on the “CONTINUE” button.

The screenshot shows the 'myDEQ' Arizona Department of Environmental Quality interface. The header includes the user name 'MIKE T', a 'LOGOUT' link, and links to 'mySTUFF' and 'mySETTINGS'. The main header identifies the user as 'CITY OF PHOENIX - 91ST AVENUE WWTP' with 'LTF ID: 60618'. The page title is 'DOWNLOAD SMRF'. Below the title is a progress bar with four steps: 'Reporting Period' (active), 'Data Selection', 'Summary', and 'Download'. The main heading is 'Select a reporting period.' followed by the instruction 'Please choose a reporting period and then click continue.' Below this is a table with four columns: 'Reporting Period', 'Due Date', 'Progress', and 'Status'.

Reporting Period	Due Date ▼	Progress ▼	Status
<input checked="" type="radio"/> 4th Quarter Report 2015	01/30/2016	25%	DOWNLOADED 01/08/2016
<input type="radio"/> 1st Quarter Report 2016	04/30/2016	0%	

At the bottom, there are 'BACK' and 'CONTINUE' buttons with arrows.

6. Next select if you have data for all monitoring points or only a few and then Click on the “CONTINUE” button.

This screenshot shows the same 'myDEQ' interface as the previous one, but at the 'Data Selection' step of the 'DOWNLOAD SMRF' process. The progress bar now highlights 'Data Selection'. The main heading is 'Do you have all or only some of the data required for the monitoring points covered in this reporting period?' followed by the instruction 'Please select one of the following and then click continue.' Below this, the 'Reporting Period' is specified as '4th Quarter | 10/01/2015 - 12/31/2015'. There are two radio button options: 'I have data to report for all monitoring points' (selected) and 'I have data to report for only some monitoring points'. At the bottom, there are 'BACK' and 'CONTINUE' buttons with arrows.

7. Next you will see a summary of all the information you had selected. If you disagree, you can select the BACK button or click on the EDIT button to change the data selection. If you agree, click on “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 60618. The user is logged in as MIKE T. The page title is 'DOWNLOAD SMRF'. A progress bar indicates the current step is 'Summary'. The 'Summary:' section contains two rows of data: 'Reporting Period' set to '4th Quarter | 10/01/2015 - 12/31/2015' and 'Do you have all or only some of the data?' set to 'I have data for ALL monitoring points'. Each row has an 'EDIT' button. At the bottom, there are 'BACK' and 'CONTINUE' buttons.

Reporting Period	4th Quarter 10/01/2015 - 12/31/2015	EDIT
Do you have all or only some of the data?	I have data for ALL monitoring points	EDIT

8. Your spreadsheet is ready to be downloaded. Click on the XL document logo and save the file to your computer. You can LOGOUT of the system now.

The screenshot shows the 'myDEQ' 'CONFIRMATION' page. It thanks the user for creating a myDEQ Data Entry Spreadsheet and states that the spreadsheet is ready for download. It includes an icon of a document with 'XL' on it, labeled 'SMRF SPREADSHEET'. Below the icon, it instructs the user to return to myDEQ for Step 2: Upload SMRF. A 'RETURN TO mySTUFF' button is at the bottom right.

CONFIRMATION

Thank you for creating a myDEQ Data Entry Spreadsheet. Your spreadsheet is now ready to download by clicking on the icon.

After completing the spreadsheet, return to myDEQ for Step 2: Upload SMRF.

XL

SMRF SPREADSHEET

RETURN TO mySTUFF

10. **UPLOAD SPREADSHEET:** Select the row that lists your permit. Click on drop down arrow next to “Select an Action” and choose “Step 2: Upload SMRF”.

The screenshot shows the myDEQ mySTUFF dashboard. At the top, there's a header with the myDEQ logo and user information (MIKE T, LOGOUT, mySTUFF, mySETTINGS). Below the header is a navigation bar with icons for myDASHBOARD, myNOTIFICATIONS, myBILLS, myDOCUMENTS, myINSPECTIONS, myCASES, myORDERS, and myJUDGMENTS. The main content area features a 'Show All Places' button and a table of permits. The table has columns for View PDF, Place Name, ID#, Program, Type, Exp Date, Status, Actions, and Notifications. Two rows are visible, both for 'CITY OF PHOENIX - 91ST ...'. The first row has ID# 30385, Program WATER, Type AZPDES Permit, Exp Date 06/30/2015, and Status ISSUED. The second row has ID# 60618, Program WATER, Type Aquifer Protection Permit, Exp Date N/A, and Status ISSUED. The Actions column for both rows has a dropdown menu with options: Step 1 - Download SMRF, Step 2 - Upload SMRF, Step 3 - Submit SMRF, and No Data SMRF. A 'REGISTRATION' button is also visible.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	CITY OF PHOENIX - 91ST ...	30385	WATER	AZPDES Permit	06/30/2015	ISSUED	Select An Action	Warning Caution Update
	CITY OF PHOENIX - 91ST ...	60618	WATER	Aquifer Protection Permit	N/A	ISSUED	Select An Action	Warning Caution Update

11. You will be directed to the “UPLOAD SMRF” screen as shown below. The screen displays the information needed to upload the spreadsheet. Click on the CONTINUE button

The screenshot shows the myDEQ UPLOAD SMRF screen. At the top, there's a header with the myDEQ logo and user information (MIKE T, LOGOUT, mySTUFF, mySETTINGS). Below the header is a large heading 'UPLOAD SMRF'. The main content area contains the text: 'You will need the following items to upload your myDEQ Data Entry Spreadsheet: Please have this information ready and then click continue.' Below this text is a list of two items: 1 Reporting Period and 2 Completed SMRF myDEQ Data Entry Spreadsheet. A warning icon and text state: 'Your session will timeout after 20 minutes of no activity on a single screen.' At the bottom, there are 'BACK' and 'CONTINUE' buttons.

12. The progress status of the reporting period for which the spreadsheet was downloaded should show at 25% complete. Select the reporting period for which the data will be uploaded then click on “CONTINUE” button.

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CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 60618

UPLOAD SMRF

Reporting Period Upload Reports Confirm

Select a reporting period.
Please choose a reporting period and then click continue.

Reporting Period	Due Date ▼	Progress ▼	Status
<input checked="" type="radio"/> 4th Quarter Report 2015	01/30/2016	25%	DOWNLOADED 01/10/2016
<input type="radio"/> 1st Quarter Report 2016	04/30/2016	0%	

[< BACK](#) [CONTINUE >](#)

13. Click on the Choose File to select the saved file from your computer and then click on the “CONTINUE” button.

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CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 60618

UPLOAD SMRF

Reporting Period Upload Reports Confirm

Upload your completed myDEQ Data Entry Spreadsheet.
Please select the data file you have completed on your computer and then click continue.

[Choose File](#) No file chosen

XLS, XLSX files only



[< BACK](#) [CONTINUE >](#)

14. The application validates the data in the spreadsheet. If there are errors, an error report is generated. Click on the PDF icon to download the error report. The error report has CRITICAL ERRORS and WARNINGS. Critical Errors are required to be corrected for the system to accept the data. Only then would you be able to complete the SUBMIT action.

After correcting your spreadsheet, you can re-upload the spreadsheet by selecting the radio button. If you chose to come back at a later time, you can select Step 2: Upload spreadsheet action from your dashboard.

The screenshot displays the 'myDEQ' web application interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP'. The top navigation bar includes the 'myDEQ' logo, the user name 'MIKE T', a 'LOGOUT' link, and links to 'mySTUFF' and 'mySETTINGS'. The main header shows the facility name and 'LTF ID: 60618'. The 'UPLOAD SMRF' section has a progress bar with 'Reporting Period', 'Upload Reports', and 'Confirm' steps. Below this, the 'Error Report' section contains a message: 'Please review the Error Report below and make appropriate changes if critical errors are identified. Critical errors will cause this report to be rejected. You may fix your errors and re-upload or click CONTINUE if no critical errors where found.' A PDF icon labeled 'ERROR REPORT' is shown. Two radio buttons are present: 'Re-upload my spreadsheet' and 'Return to mySTUFF'. At the bottom, there are 'BACK' and 'CONTINUE' buttons.

The error report is shown below:

	ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY <small>1110 West Washington Street Phoenix, Arizona 85007 602-771-2300 www.azdeq.gov</small>	
Upload SMRF Error Report		
01/10/2016 08:42 PM Download Record Number#d82bde41-754c-42c1-b6ad-b025981d99b3		
<u>Critical Errors Found</u>		
WARNING: We have identified the following critical errors. You will need to fix these errors and re-upload your SMRF Spreadsheet. Critical errors will cause this report to be rejected.		
1.) Row 143, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	
2.) Row 144, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	
3.) Row 237, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	
4.) Row 238, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	
5.) Row 239, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	
6.) Row 240, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	
7.) Row 241, Column F - date and end date.	Invalid Date : Please enter date in between reporting cycle start	

15. When no errors are found, you can select to certify the submission now or can complete it later.

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CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 60618

UPLOAD SMRF

Reporting Period Upload Reports Confirm

Would you like to complete the submission of this SMRF?
Select an option and then click continue. You may certify an uploaded SMRF at anytime by selecting Step 3: Submit SMRF from mySTUFF dashboard.

☐ Yes, I want to certify this SMRF and complete the submission process.

☐ No, I want to certify this SMRF at a later date. Return me to mySTUFF.

CONTINUE >

16. If you select that you want to complete the submissions process, you will be directed to the Certification Page. Before you certify, you will be alerted that the submission is final. Click on OK.

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CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 60618

SUBMIT SMRF

Reporting Period

Certify

☐ By certifying this report, you agree that all information is accurate and complete. If you are not sure, please contact the Water Quality Data and Enforcement Unit at 1110 W Washington St, Phoenix, AZ 85007.

Please indicate if you are certifying this report.

Question: What is your oldest sibling's middle name?
Answer: *

BACK CONTINUE >

ALERT

All submissions are final. myDEQ does not currently accept online changes to a report once you submit it. If your submitted report requires any changes, you must contact:

Attn: Water Quality Data and Enforcement Unit
1110 W Washington St
PHOENIX, AZ 85007

OK >

17. **CERTIFICATION.** Check the Certification statement and answer one security question you had selected when you setup your account.

The screenshot shows the 'SUBMIT SMRF' page on the myDEQ website. The header includes the myDEQ logo, 'Arizona Department of Environmental Quality', and user links for MIKE T, LOGOUT, mySTUFF, and mySETTINGS. The main header bar displays 'CITY OF PHOENIX - 91ST AVENUE WWTP' and 'LTF ID: 60618'. The page title is 'SUBMIT SMRF'. Below the title are three tabs: 'Reporting Period', 'Certify' (which is active), and 'Confirm'. The 'Certify' section contains a certification statement with a checked checkbox and a security question: 'What is your oldest sibling's middle name?'. The answer field is empty. At the bottom are 'BACK' and 'CONTINUE' buttons.

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CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 60618

SUBMIT SMRF

Reporting Period Certify Confirm

Certify your submission.

☒ By checking this box I certify under penalty law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please verify your identity by answering the following security question.
* Indicates required field.

Question: What is your oldest sibling's middle name?
Answer:*

BACK CONTINUE

18. You will see a confirmation page that the submission process is complete. You will also receive an email with a copy of the results submitted, a Copy of Record and a Hash Tag file.

The screenshot shows the 'CONFIRMATION' page on the myDEQ website. The header is identical to the previous page. The main content area has a background image of a sunset. A white box contains the title 'CONFIRMATION' and the following information: 'Place: CITY OF PHOENIX - 91ST AVENUE WWTP', 'LTF ID: 60618', 'Date Submitted: 01/10/2016', and 'Reporting Period: 4TH QUARTER REPORT 2015'. To the right of this text is an icon of a spreadsheet with 'XL' on it, labeled 'SUBMITTED SMRF SPREADSHEET'. Below the information box, it says 'You will be emailed a copy of your report within 24 hours.' and a 'RETURN TO mySTUFF' button.

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CONFIRMATION

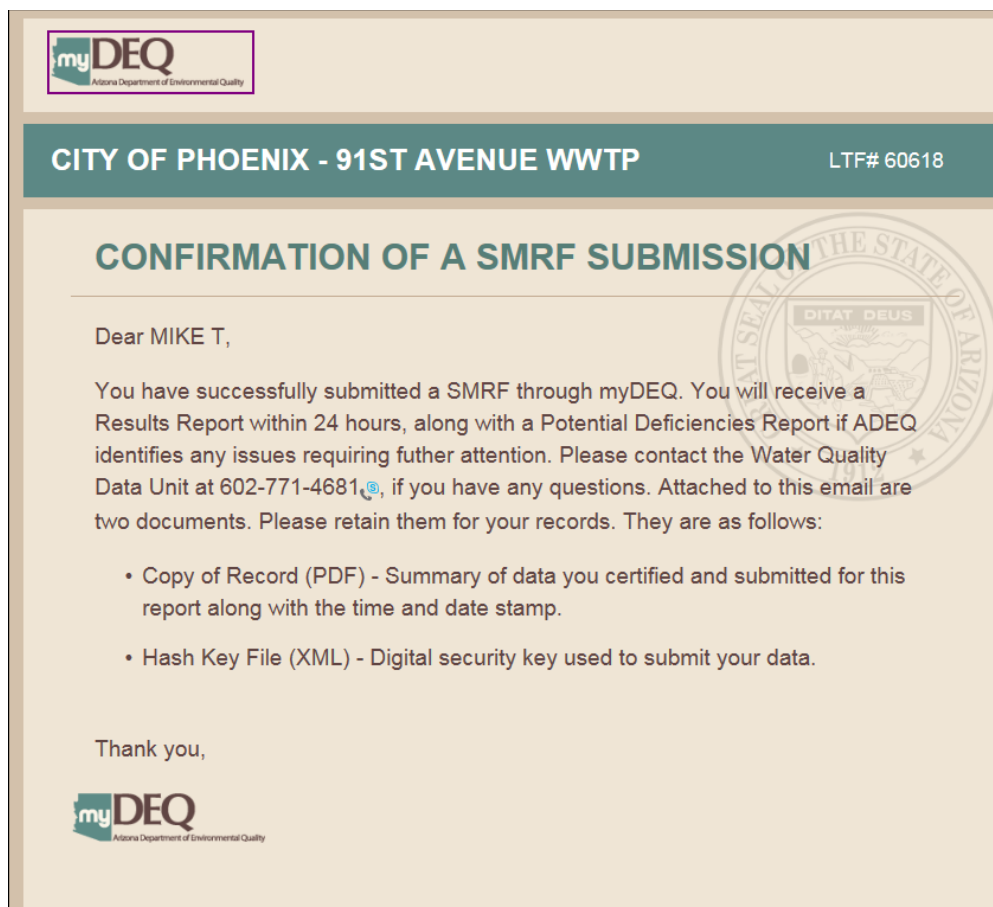
Place: CITY OF PHOENIX - 91ST AVENUE WWTP
LTF ID: 60618
Date Submitted: 01/10/2016
Reporting Period: 4TH QUARTER REPORT 2015

SUBMITTED SMRF SPREADSHEET

You will be emailed a copy of your report within 24 hours.

RETURN TO mySTUFF

19. Below is a copy of the email received upon submission.



20. Within 24 hours, you will also receive an email indicating the compliance status of the report. If there were no error, a results report indicating that the data meets the permit will be sent. If not, a Potential Deficiencies Report will be emailed.

For comments or suggestions, please contact the ADEQ:

CONTACT INFO:

Permit Information: (602) 771-4681

myDEQ information: (844) 827-4768

EMAIL: mydeq.support@azdeq.gov